

Director of Information Technology

Announcement Number: 03-WDMO-01

Court Personnel System Classification Level: CL 31

Salary Range: \$75,087 - \$122,058 (based on experience and qualifications)

Closing date - August 1, 2003

The United States District Court for the Western District of Missouri is seeking a full-time qualified Director of Information Technology. The person holding this position will maintain an office in Kansas City, Missouri, but will be required to travel occasionally to supervise the divisional offices in Springfield and Jefferson City and will be required to travel to other locations for training and business meetings.

Description

The District Court's Information Technology Department is responsible for the computer systems and new technology for the Western District of Missouri, encompassing three offices and approximately 300 employees in the Judges' chambers, District and Bankruptcy Clerk's Office, Probation, and Pretrial Services. Applications are housed on a variety of Unix, Novell, and Windows servers. Windows 98/2000/XP are utilized as the primary desktop operating systems. Off-the-shelf applications include WordPerfect, Lotus Notes, Netscape, and other miscellaneous products.

The information technology staffs for the District and Bankruptcy Clerk's Office and for Probation and Pretrial Services are merging under the supervision of the Director of Information Technology. The director receives broad direction from the district's Automation Steering Committee and directly reports to the three court unit executives and their designees. The director will have overall responsibility for the management of the information technology staff and operations, including planning, coordinating, and integrating automation services in chambers and all court units.

Qualifications

The successful candidate will have at least five years of experience in managing an Information Technology organization and possess good leadership and communications skills. Other requirements include:

- college degree in Information Technology preferred
- working knowledge of theories, principles, practices and techniques of computer hardware and software, office automation, database design, and data communications
- experience analyzing, evaluating, and determining automation needs; and planning to implement systems to meet those needs
- thorough understanding of managerial and project management techniques and have demonstrated application of the techniques in effectively managing a technical staff
- United States citizenship, or eligibility to work in the United States

Information for Applicants

Qualified applicants should send a cover letter and complete resume to:

Clerk of the Court
United States District Court
Attn: Michele Nelson
400 East 9th, Suite 2710
Kansas City, Missouri 64106

E-mail: Michele_Nelson@mow.uscourts.gov
Fax : (816) 512-5034

The final candidate will be subject to a credit check and a background investigation with law enforcement agencies. The Federal management Reform Act requires direct deposit of federal wages.

Benefits

Employees of the United States District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees. Judiciary employees are, however, entitled to the same benefits as other federal employees. Some of the benefits of this position include:

- 13 days paid vacation for the first 3 years of federal employment; thereafter, 20 to 26 days per year, dependent upon length of service. Also, 13 days of sick leave per year and consideration under the Family Friendly Leave Act.
- 10 paid holidays per year
- Choice of medical coverage from a variety of plans with pretax employee premiums
- Group life insurance and long-term care options, and disability insurance
- Availability of flexible spending accounts
- Participation in the Thrift Savings Plan (similar to a 401(k))
- Participation in the Federal Employees Retirement System

**The United States District Court for the Western District of Missouri is an
Equal Opportunity Employer**